

Appendix F

Examples of Internal Scoping Documents

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Example of Internal Scoping Documents

United States Government

Department of Energy

Oak Ridge Operations

memorandum

DATE: March 3, 1997
REPLY TO:
ATTN OF: ER-111:Wilfert
SUBJECT: **ADVISORY REVIEW TEAM - NSNS PROJECT EIS**

TO: Distribution

Martha Krebs, Director, Office of Energy Research, has determined that an Environmental Impact Statement (EIS) should be prepared for the National Spallation Neutron Source (NSNS) project. A conceptual design report for the NSNS will be issued at the end of May 1997; therefore, we will soon have sufficient technical information to support preparation of an EIS. This appears to be the correct time to establish an Advisory Review Team (ART) to help assure that plans and processes for timely and effective completion of this document are appropriate.

I request that you, or your designee, be available to participate in periodic presentations and discussions of the plans and activities for preparing an EIS for the NSNS project. For your information, a list of staff members previously involved in the planning of this EIS is included on the attached distribution page. It will be the responsibility of this ART to provide advice on document preparation and to keep their respective management informed of the process and progress. Meetings (in person or via televideo) are expected to occur when establishing and/or changing fundamental document preparation plans, and to provide status information just prior to or just after major milestones in the process.

Attached for your information and use is the February 25, 1997, version of the NSNS Environmental Impact Statement Management Plan. This document presents the current proposal (proposed action, alternatives identification, roles and responsibilities, public participation, etc.) for executing the National Environmental Policy Act (NEPA) process on this project.

Please advise me of who will be participating on the ART. If there are questions regarding this matter, please do not hesitate to call at (423) 576-2673, or e-mail to zwf@ornl.gov.



David K. Wilfert
National Spallation Neutron Source
NEPA Document Manager

Attachments
As Stated

cc w/attachments:
M. Kass, ER-111, ORO

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Attention should be given to the job titles and DOE Office affiliations and not to the individual names of the participants in this example.



U.S. DEPARTMENT OF ENERGY

MEMORANDUM

DATE October 24, 1997

REPLY TO Michael D. Holland

SUBJECT INTERNAL SCOPING MEETING DOCUMENTS

TO See Distribution

Thank you for your participation in the internal scoping meeting for the proposed Environmental Impact Statement for the High Flux Beam Reactor which was held at Brookhaven National Laboratory on October 8 and 9, 1997. The insight gained from the meeting will undoubtedly assist the Department in moving forward to a successful start of the NEPA process.

Enclosed for your information is a document package that was produced as a result of the meeting. If you have any questions, please call me at (516) 344-3552.

A handwritten signature in cursive script that reads "M. Holland".

Michael D. Holland
Nuclear Programs Division

Enclosures: Agenda
Attendance List
Internal Scoping Graphic, Rev. 1
Draft - Schedule for HFBR EIS Process, Rev. 0
Draft - Workshop Notes, Rev. 3a
Draft - Notice of Intent (NOI)
Draft - Proposed Modifications and Repairs Required
For Protection of the Environment and Improved Worker Safety
Draft - Statement of Work for Contractor Support of Public Scoping
for an Environmental Impact Statement
Draft - Statement of Work for Contractor Support in Preparing an
Environmental Impact Statement
Workshop Evaluation

These are
documents that
could be useful
during internal
scoping.

A hand-drawn arrow pointing from the text "These are documents that could be useful during internal scoping." to the list of enclosures.

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Example of Internal Scoping Documents

Copies of the above reference documents are available from the SC NCO.